



STATE OF MARYLAND

**DHMH**

Maryland Department of Health and Mental Hygiene  
*Board Of Physical Therapy Examiners*

February 20, 2012

Dear Licensee:

Re: Online Renewal -- begins **March 14<sup>th</sup>**

This is a reminder that your current license expires on May 31, 2012. You must have completed all of your continuing education credits (3 CEUS or 30 contact hours for PTs and 2 CEUS or 20 contact hours for PTAs) within the required time frame in order to renew your license. That time frame for this renewal is from April 1, 2010 until March 31, 2012. If you submit courses taken after March 31, 2012 your online renewal will be rejected, you will not be able to complete the process and you will have to reinstate your license. You may reinstate on June 1<sup>st</sup>.

**CONSIDER THIS YOUR LICENSE RENEWAL NOTICE. The Board office must receive your electronic renewal no later than May 16, 2012 to ensure that your license is mailed back to you before May 31st. You may not practice after midnight May 31, 2012 unless you have been issued a license. The cost of the renewal is \$253.00 for PTs (\$225.00 renewal fee and \$28.00 MHCC fee) and \$170.00 for PTAs. Effective October 1, 2011, legislation was passed(13-311(b)(2) that allows the Board to notify licensees of their renewal notice by electronic means (e-mail). There is an e-mail field on the renewal notice. See that is it up-to-date. If you would like to be notified via email for your next renewal, mark as such on the renewal in the field that says, "I request to be notified via e-mail for my renewal notice."**

As mandated by the Governor's office, you will once again renew online. Visit the Board's website at [www.dhmh.state.md.us/bphte](http://www.dhmh.state.md.us/bphte). Look on the left hand side of the website. Click on **Quick Links**. Under that click on **License Renewals**. That will take you to the correct page. Click on the **Online Renewal** link. The simple instructions follow:

1. To log in you need an ID and password. Your ID is your license number and **your password is the last four digits in your social security number.** (PTAs – do NOT put an "A" in front of your license number.) Everyone, please remember to use the tab key, not the enter key. When you have finished each section, click the SUBMIT key.

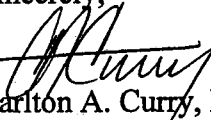
If you have an *outstanding tax obligation*, there is an automatic flagging system in place. You **WILL NOT** be able to log in until you have resolved this issue. You must contact the Comptroller's office as you were instructed to do in a prior communication. The Board of Physical Therapy cannot resolve this for you. Once you have resolved it with the Comptroller's office, they will contact the board and we will remove the flag and you will be able to log in and renew your license.

2. There are three categories to complete. They are:
  - a. General Application Information – make any changes necessary. Provide an email address if one is available. Telephone number is essential.
  - b. Character and Fitness Questions – These are the same as in previous years. YOU (not a third party) must fill in an explanation for any questions for which you click “Yes”. Those questions refer to anything that happened since your last renewal. If you check yes by mistake, just unclick.
  - c. Continuing Education Worksheet – Be sure to click the “Add” button after every submission so that the information is entered. Your totals must meet the entire amount required for your license in order to continue the renewal process. NOTE: the total **MUST** be 20 or 30 contact **HOURS** not CEUS. Be sure and check that you are not submitting non-approved courses for your renewal. Check the Board's website under CEU–non-approved courses. You will not be issued a license if you submit a course that has been disapproved by the Board.
  - d. Retain your continuing education documents. In the event you are audited following the renewal period, you will then present the documents to this office. They will be carefully reviewed for compliance with the continuing education regulations.
3. The buttons will change from red to green when you have completed each category. After you have completed all three sections, you are then directed to the payment screen. There are two payment options available, credit card (Master Card or Visa), or you may mail in a check. We would suggest you print a copy of the application and a copy of your receipt for your records. When you provide an email address, you will receive an email confirmation.

There is an optional evaluation survey (if your pop-up button is blocked you need to disable it in order to access the survey). We would very much appreciate your taking the additional time to fill out the evaluation survey. Allow 30 minutes to complete the renewal form. It probably won't take that long, but you will need time to enter your continuing education courses. After the board receives notification of your renewal and payment, your license renewal will be processed and you will receive your license in the mail. If you are sending a check, your application will be held in queue until we receive

payment. Please put your license number on the check. If there are any questions, you may contact the board by phone (410-764-4752 or 410-764-4718) or email me at [curryca@dhmh.state.md.us](mailto:curryca@dhmh.state.md.us).

Sincerely,

  
Carlton A. Curry, Esq.  
Executive Director